

DEPARTMENT OF ~~CONSUMER AND INDUSTRY SERVICES~~ **LICENSING AND
REGULATORY AFFAIRS**

DIRECTOR'S OFFICE

BUILDING OFFICIALS, PLAN REVIEWERS, AND INSPECTORS

Proposed Draft May 15, 2012

These rules take effect 30 days after filing with the Secretary of State

(By authority conferred on the director of the department of ~~consumer and industry services~~ **licensing and regulatory affairs** by section 5 of 1986 PA 54, and Executive Reorganization Order Nos. ~~1996-2~~ **2003-1, 2008-4 and 2011-4, MCL 338.2305 and 445.2001**445.2011, MCL 445.2025 and MCL 445.2030**)**

R 408.30001, R 408.30007, R 408.30013, R 408.30016, R 408.30019, R 408.30022, R 408.30025, R 408.30028, R 408.30031, R 408.30034, R 408.30037, R 408.30040, R 408.30043, R 408.30046, R 408.30049, R 408.30052, and R 408.30055 of the Michigan Administrative Code are amended, and R 408.30002 is added to the Code as follows:

R 408.30001 Definitions.

Rule 1. (1) As used in these rules:

(a) "Act" means ~~Act No. 54 of the Public Acts of 1986, being S338.2301 et seq~~ **1986 PA 54, MCL 338.2301 to 338.2313 and known as building officials and inspectors registration act of the Michigan Compiled Laws.**

(b) "Bureau" means the Michigan department of ~~consumer and industry services'~~ **licensing and regulatory affairs',** bureau of construction codes.

(c) "Skilled worker" means **any individual that possesses the necessary skills, qualifications, or prescribed level of licensure to engage in the practical installation, maintenance, and repair of specific construction systems and related components.**

(2) A term defined in the act has the same meaning when used in these rules.

R 408.30002 Conflict of interest.

Rule 2. Building officials, plan reviewers, and inspectors shall not serve as a member on a construction board of appeals or contract for work in a governmental subdivision where they provide code enforcement services.

R 408.30007 Enforcement responsibility.

Rule 7. (1) The construction code commission established in section 3 of **1972 PA 230, MCL 125.1501 to 125.1531**~~Act No. 230 of the Public Acts of 1972, as amended, being S125.1501 et seq. of the Michigan Compiled Laws,~~ shall administer and enforce these rules. The commission has the responsibility for evaluating and approving educational and training programs, tests, and instructors.

May 15, 2012

(2) The commission shall consider recommendations for acceptance of educational and training programs, tests, and instructors submitted by any of the following entities:

~~-(a) The advisory board.~~

~~(b)~~ (a) The barrier free design board.

~~(c)~~ (b) The electrical administrative board.

~~(d)~~ (c) The board of mechanical rules.

~~(e)~~ (d) The state plumbing board.

R 408.30013 Educational and training programs; application and approval process; standards.

Rule 13. (1) A provider of educational and training programs shall apply for approval by submitting information on an application provided by the bureau. This information shall be evaluated by the commission pursuant to the requirements of R 408.30019.

(2) Before a full evaluation of an application, the bureau shall determine that the application submitted is complete. If it is incomplete, the applicant shall be notified, in writing, of the deficiency within 15 days of the date the application is received by the bureau. The incomplete application shall be returned to the applicant without prejudice. A subsequent submission shall be treated as a new application.

(3) An application for approval of programs shall be evaluated for compliance with the act and these rules.

(4) An application for the approval of educational and training programs shall be accompanied by all required fees.

(5) An application shall contain all of the following information:

(a) The name and address of the applicant.

(b) The names and qualifications of professional personnel identified as the educational staff of the applicant's organization.

(c) A statement of purpose and the objective of the program.

(d) Administrative and technical criteria for the development of the program.

(e) The location of the facility where the program will be conducted.

(f) A description of the equipment used in the program.

(g) The names and bureau approval numbers of instructors.

(h) A copy of the teaching outline for the program.

(i) A determination of the number of contact hours required to conduct the program.

(j) A description of the criteria used to identify program participants who successfully complete the program.

(6) Educational and training programs shall be in compliance with all of the following standards:

(a) Have submitted a clearly defined statement of purpose and objective.

(b) Have had instructors approved in advance, pursuant to the provisions of R 408.30016.

(c) Have facilities and equipment suitable and consistent with the purpose, design, and intended outcome of each learning experience.

(d) Have submitted a list of instructional materials and other resources essential for the successful presentation of the program.

(e) Have established an evaluation process to assess the qualifications of students as successfully completing the program, which shall be, at a minimum, based on pass~~or~~ fail

criteria. The results of the evaluation shall be reported to the bureau at the completion of the training program.

(f) Shall establish permanent records of student activities, including course titles, student attendance, and course evaluation criteria.

(7) If an application is disapproved, the bureau shall notify the applicant and provide a written explanation of the reason for disapproval. The disapproved application shall be returned to the applicant.

(8) Approval of a program shall be evidenced by a program approval report prepared by the bureau and issued to the applicant. The report shall include all of the following information:

- (a) Name and address of the applicant.
- (b) Program identification number.
- (c) The date of approval.
- (d) Conditions of approval.
- (e) Period of approval.
- (f) The number of credit hours approved for successful program completion.

(9) A program or an amendment thereto which has been approved shall not be altered without prior authorization by the bureau. All changes shall be made a part of the written record of approval. The authorization shall be in writing or be confirmed in writing within 10 days of oral authorization.

(10) The commission may withdraw the approval of a program when the approval was issued in error or was issued on the basis of incorrect information or when the program is found to be in violation of the rules. Notice of withdrawal of approval shall be in writing and shall set forth the reason for withdrawal of approval. An appeal from withdrawal of approval shall be processed pursuant to the provisions of **1969 PA 306, MCL 24.201 to 24.328**~~Act No. 306 of the Public Acts of 1969, as amended, being S24.201 et seq of the Michigan Compiled Laws.~~

R 408.30016 Instructors; application and approval process; standards.

Rule 16. (1) An instructor of educational and training programs shall apply for approval by submitting information on an application provided by the bureau. This information shall be evaluated by the commission pursuant to the requirements of this rule.

(2) Before a full evaluation of an application, the bureau shall determine that the application submitted is complete. If it is incomplete, the applicant shall be notified, in writing, of the deficiency within 15 days of the date the application is received by the bureau. The incomplete application shall be returned to the applicant without prejudice. A subsequent submission shall be treated as a new application.

(3) An application for approval of instructors shall be evaluated for compliance with the act and these rules.

(4) An application for the approval of instructors shall be accompanied by all required fees.

(5) An application shall contain all of the following information:

- (a) The name and address of the applicant.
- (b) The history or work experience relative to the subjects to be taught.
- (c) A list of educational or training courses or programs completed by the applicant.

- (d) Certifications, licenses, or registrations held by the applicant that relate to the subject to be taught.
- (e) The social security number of the applicant **pursuant to 1996 PA 236, MCL 338.3431 to 338.3436.**
- (f) An applicant's previous teaching, training, and experience.
- (6) When an application for approval of an educational or training program proposes using instructors who are currently approved under these rules, those instructors may be identified by name and approval number instead of submitting duplicate applications for approval as instructors.
- (7) An instructor of educational and training programs shall meet the following requirements, as appropriate:
 - (a) Have 4 years of experience in the subject to be taught.
 - (b) For technical and specialty categories in plumbing, electrical, or mechanical trades, licensure at the journey level or a higher level or equivalent work history in addition to the experience required in subdivision (a) of this subrule.
- (8) If the application is disapproved, the commission shall notify the applicant and provide a written explanation of the reason for disapproval. The disapproved application shall be returned to the applicant.
- (9) Approval of an instructor shall be evidenced by an instructor approval report that is prepared by the bureau and issued to the applicant. The report shall include all of the following information:
 - (a) Name and address of the instructor.
 - (b) Instructor identification number.
 - (c) Period of approval.
 - (d) Conditions of approval.
- (10) The commission may withdraw the approval of an instructor when the approval was issued in error or was issued on the basis of incorrect information; or, when the instructor is found to be in violation of the rules **or failed to pay a required fee.** Notice of withdrawal of approval shall be in writing and shall set forth the reasons for withdrawal of approval. An appeal from withdrawal of approval shall be processed pursuant to the provisions of **1969 PA 306, MCL 24.201 to 24.328** ~~Act No. 306 of the Public Acts of 1969, as amended, being S24.201 et seq. of the Michigan Compiled Laws.~~

R 408.30019 Tests; application and approval process; standards.

Rule 19. (1) A provider of a test shall apply for approval by submitting information on an application provided by the bureau. This information shall be evaluated by the commission pursuant to the requirements of this rule.

(2) Before a full evaluation of the application, the bureau shall determine that the application submitted is complete. If it is incomplete, the applicant shall be notified, in writing, of the deficiency within 15 days of the date the application is received by the bureau. The incomplete application shall be returned to the applicant without prejudice. A subsequent submission shall be treated as a new application.

(3) An application for approval of tests shall be evaluated for compliance with the act and these rules.

(4) An application for the approval of a test shall be accompanied by all required fees.

(5) An application shall contain all of the following information:

- (a) The name and address of the applicant.
- (b) A statement of the purpose and objective of the test.
- (c) The names and qualifications of the developers of the test.
- (d) The method of securing the test.
- (e) The procedure for administering the test.
- (f) The method of determining successful completion of the test.
- (g) The location of the facility where the test will be conducted.
- (h) A description of the equipment and materials required to administer the test.
- (i) The names of the test administrators or monitors.
- (6) A test shall be in compliance with all of the following standards:
 - (a) Admission to a test shall be made in a controlled manner to verify the eligibility and identity of candidates.
 - (b) Records of candidate participation shall be maintained and reported to the bureau at the completion of a test.
 - (c) Facilities and equipment shall be suitable and consistent with the purpose, design, and intended outcome of a test.
- (7) There shall be a sufficient number of qualified personnel present to monitor, proctor, evaluate, or administer a test.
- (8) If a test application is disapproved, the bureau shall notify the applicant and provide a written explanation of the reason for disapproval. The disapproved application shall be returned to the applicant.
- (9) Approval of a test shall be evidenced by a test approval report that is prepared by the bureau and issued to the applicant. The report shall include all of the following information:
 - (a) Name and address of the applicant.
 - (b) Test identification number.
 - (c) Period of approval.
 - (d) Conditions of approval.
- (10) A test or an amendment thereto which has been approved shall not be altered without prior authorization by the bureau. All changes shall be made a part of the written record of approval. The authorization shall be in writing or be confirmed in writing within 10 days of oral authorization.
- (11) The commission may withdraw the approval of a test when the approval was issued in error or was issued on the basis of incorrect information or when the test is found to be in violation of the rules. Notice of withdrawal of approval shall be in writing and shall set forth the reason for withdrawal of approval. An appeal from withdrawal of approval shall be processed pursuant to the provisions of **1969 PA 306, MCL 24.201 to 24.328**~~Act No. 306 of the Public Acts of 1969, as amended, being S24.210 et seq. of the Michigan Compiled Laws.~~

R 408.30022 Fees.

Rule 22. Fees shall be charged in accordance with the published rates of the commission. **A failure to pay a required fee shall be grounds for disapproval or withdrawal of a previous approval.**

R 408.30025 Notification of changes.

Rule 25. (1) A provider of approved educational and training programs or tests shall notify the bureau, in writing, within 10 days of any of the following occurrences:

- (a) A change in the name of the applicant.
- (b) A change in the address of the applicant.
- (c) A change in the principal officers of an applicant organization.

(2) Changes with respect to classes shall ordinarily be made only when approved by the bureau in advance. If the illness of an instructor, natural disaster, or other emergency causes a change in the program as approved, the bureau shall be notified verbally ~~in advance or as soon afterward as possible~~ **at the earliest opportunity**. A written notice that confirms the verbal report shall be made to the bureau within 10 days of the verbal report.

R 408.30028 Institutions of higher education and certain other institutions and organizations; application for approval of programs and classes.

Rule 28. (1) An institution of higher education and an educational institution that is authorized by the provisions of **1976 PA 451, MCL 380.1 to 380.1853**~~Act No. 451 of the Public Acts of 1976, as amended, being S380.1 et seq. of the Michigan Compiled Laws,~~ may apply for approval of educational or training programs or classes under the criteria established in R 408.30013, R 408.30016, and R 408.30019.

(2) An organization that is accredited by, and holds institutional membership in, the council on continuing education units may apply for approval of educational or training programs or classes under the criteria established in R 408.30013, R 408.30016, and R 408.30019.

(3) A student who has attended a course which was not approved in advance and which is given by institutions or organizations specified in subrules (1) and (2) of this rule may submit proof of successful completion for evaluation as meeting a portion of the re-registration requirements. A request for evaluation shall be accompanied by the course syllabus or other material which clearly defines the course structure and content. A request for evaluation of unapproved programs that is not supported by adequate documentation shall be returned to an applicant without action.

(4) An applicant for re-registration who completes a course or program which is not specified in subrules (1) and (2) of this rule and which was not approved in advance may submit proof of successful completion for evaluation pursuant to the provisions of R 408.30013, R 408.30016, and R 408.30019. A request for evaluation shall be accompanied by a course syllabus or other material which clearly defines the course structure, content, evaluation criteria, and proof of successful course completion. A request for evaluation of unapproved programs that is not supported by adequate documentation shall be returned to an applicant without action.

R 408.30031 Standards for provisional registration.

Rule 31. (1) An applicant for provisional registration as any of the following shall meet the requirements of R 408.30034 to R 408.30049:

- (a) A building official.
- (b) A plan reviewer.
- (c) A building inspector.
- (d) An electrical inspector.

(e) A mechanical inspector.

(f) A plumbing inspector.

(2) A person who becomes employed by an enforcing agency as a building official, plan reviewer, or inspector shall, within 30 days of employment, make application to the commission for provisional registration pursuant to the provisions of section 12(2) of the act.

(3) An application for provisional registration shall be made on a form prepared and furnished by the department. **The appropriate fee shall be charged pursuant to the published rates of the commission.**

(4) A person whose registration is provisional shall become registered upon the completion of the first full 3-year registration cycle.

(5) An applicant for provisional registration shall provide, along with an application and fee, written verification of completing not less than the required number of hours of education in approved educational or training programs as provided by R 408.30055(4), and as prescribed in Table 31 of this rule in all of the following categories:

(a) Administration, which shall include programs and courses designed to enhance an applicant's understanding of laws and rules, as well as the administration and enforcement of related statutes and regulations.

(b) Technical, which shall include programs and courses designed to discuss the code and various technical code provisions.

(c) Communication, which shall include courses intended to enhance an applicant's communication skills with the public and may include technical writing, public speaking, training on interpersonal skills when working with people, and other areas of communications.

(d) Specialty, which shall include courses designed to increase an applicant's knowledge of inspections and construction techniques in the various registration classifications.

(e) Plan review, which shall include courses designed to enhance an applicant's understanding of the review of construction documents, plan review methodology and coordination.

(6) Table 31 reads as follows:

Table 31
Hours Required for Provisional Registration

	Administration 4 hrs				Communication 1 hr			Technical 8 hrs							Plan Review 2 hrs			Specialty 3 hrs					
Inspector or Plan Reviewer	1972 PA 230	Licensing	1980 PA 299	School Site Plan	Inspection Report	Violation Notice	Complaint Investigation	Michigan Building Code	Michigan Residential Code	Michigan Rehab Code	Michigan Energy Code	Michigan Electrical Code	Michigan Mechanical Code/IFGC	Michigan Plumbing Code	Construction Documents	Methodology	Coordination	Inspection Procedures	Material & Equipment	Special Inspection	Manufacturer Installation Inst.	Product Acceptance	Alternate Approvals
Building	1	1	1	1	20 min	20 min	20 min	3	3	1	1	0	0	0	40 min	40 min	40 min	.5	.5	.5	.5	.5	.5
Electrical	1	2	.5	.5	20 min	20 min	20 min	.5	1.5	.5	.5	.5	0	0	40 min	40 min	40 min	.5	.5	.5	.5	.5	.5
Mechanical	1.5	1.5	.5	.5	20 min	20 min	20 min	0	1.5	.5	.5	0	5.5	0	1.0	.5	.5	1.0	20 min	20 min	20 min	.5	.5
Plumbing	1.5	1.5	.5	.5	20 min	20 min	20 min	.5	1	.5	0	.5	.5	5.5	1.0	.5	.5	1.0	20 min	20 min	20 min	.5	.5

R 408.30034 Building official; experience.

Rule 34. An applicant for registration as a provisional building official shall have 2 years of experience as a registered code inspector or plan reviewer. An applicant whose experience is in the field of plumbing, **mechanical inspection**, or electrical inspection shall be licensed at the journey level or at a higher level.

R 408.30037 Building inspector; experience.

Rule 37. (1) An applicant for registration as a provisional building inspector ~~shall be qualified as specified in either of the following provisions:~~ **shall have**

~~(a) Have not less than 4 years of experience obtained over a period of 12 years immediately preceding the date of the application for provisional registration in 1 or more of the following categories:~~

~~(i) (a) A As a licensed residential builder under the provisions of 1980 PA 299, MCL 339.101 to 339.2919, Act No. 299 of the Public Acts of 1980, as amended, being S339.101 et seq. of the Michigan Compiled Laws, who has been actively engaged in the construction business for not less than 4 years.~~

(b) As a building contractor, a person who is in charge of general building construction, or as a skilled worker in structural carpentry, structural masonry, structural steel erection, or structural concrete construction who has been actively engaged in the general building construction field. This category does not include a person who is licensed as a contractor under 1956 PA 217, MCL 338.881 to 338.892; 2002 PA 733, MCL 338.3511 to 338.3569; or 1984 PA 192, MCL 338.971 to 338.988.

(c) Possess a current license as an architect or engineer under the provisions of 1980 PA 299, MCL 399.2001 to 399.2014.

(d) As a project manager, superintendent, supervisor, or foreman actively engaged in general building construction.

(e) As a licensed or registered building inspector from other states, Canada or other recognized countries with inspection experience in general building construction and who holds a master or certified building official certificate obtained from the international code council (ICC), defined as an inspector by 1986 PA 54, MCL 338.2301 to 338.2313.~~(ii) A contractor who has been actively engaged in the construction business for not less than 4 years. This category does not include a person who is licensed as a contractor under Act No. 217 of the Public Acts of 1956, as amended, Act No. 266 of the Public Acts of 1929, as amended or Act No. 192 of the Public Acts of 1984, as amended, being S338.881 et seq., S338.901 et seq., or S338.971 et seq. of the Michigan Compiled Laws, respectively.~~

~~(iii) Two years of experience as a skilled worker within the 4 years required in this subdivision in 1 of the following disciplines:~~

~~-(a) Structural carpentry.~~

~~-(b) Structural masonry.~~

~~-(c) Structural steel erection.~~

~~-(d) Structural concrete construction.~~

~~-(e) Possess a license as an architect or engineer under the provisions of Act No. 299 of the public Acts of 1980, as amended, being S339.101 et seq. of the Michigan Compiled Laws.~~

(2) A person who has ~~completed~~ **obtained a degree or certificate in** a recognized curriculum ~~from at an institution of higher education in a construction-related field shall be deemed to have met the experience requirement,~~ **shall receive not more than 2 years of experience for a 4-year degree and not more than 1 year experience for a 2-year degree for not more than 2 of the 4 years of experience as** required in subrule (1)(a) of this rule for registration as a provisional building inspector.

(3) An applicant who meets the requirements of this rule shall be deemed qualified for registration as a building inspector, subject to the provisions of section 12(2) of the act.

(4) An applicant shall submit, with an application, documentation of his or her experience. The documentation may consist of any of the following:

- (a) An affidavit.
- (b) Notarized letters.
- (c) Copies of licenses **and registrations.**
- (d) A job description from a present or former employer.
- (e) A permit history from authorized enforcing agencies.
- (f) **A copy of an official transcript from an institution of higher education.**
- ~~(f)~~(g) Other **pertinent** information.

R 408.30040 Electrical inspector; experience.

Rule 40. An applicant for registration as a provisional electrical inspector shall have 2 years of experience as a licensed journey worker or shall be licensed as a master electrician under the provisions of **1956 PA 217, MCL 338.881 to 338.892**~~Act No. 217 of the Public Acts of 1956, as amended, being S338.881 et seq. of the Michigan Compiled Laws.~~

R 408.30043 Mechanical inspector; experience.

Rule 43. An applicant for registration as a provisional mechanical inspector shall have **possessed a mechanical license for not less than 1 year in 3 or more categories 1, 2, 4, or 9 as 4 years of experience in either the work classification of heating ventilation and air conditioning (HVAC) or hydronic heating and process piping or a combination of experience in both classifications defined in 1984 PA 192, MCL 338.971 to MCL 338.988**~~et seq. and known as the Forbes mechanical contractors act. Two of the 4 years of experience shall have been at the journey level or at a higher level.~~

R 408.30046 Plumbing inspector; experience.

Rule 46. An applicant for registration as a provisional plumbing inspector ~~shall have 2 years of experience as a licensed journey worker~~ **shall have possessed a journey license for not less than 2 years** or shall be licensed as a master plumber under the provisions of **2002 PA 733, MCL 338.3511 to 338.3569**~~Act No. 266 of the Public Acts of 1929, as amended, being S338.901 et seq. of the Michigan Compiled Laws.~~

R 408.30049 Plan reviewer; experience.

Rule 49. ~~An applicant for registration as provisional plan reviewer shall comply with any of the following provisions:~~

- ~~-(a) Have 4 years of experience in the general building construction field as a building contractor, as a person responsibly in charge of building construction, or as a skilled worker.~~
- ~~-(b) Have successfully completed a recognized curriculum at an institution of higher education in architecture or engineering and have 2 years of practical experience in the construction trades.~~
- ~~-(c) Possess 1 of the following:~~
 - ~~-(i) Licensure in the electrical trade.~~
 - ~~-(ii) Four years of experience in 1 or more of the work classifications defined in Act No. 192 of the Public Acts of 1984, as amended, being S338.971 et seq. of the Michigan Compiled Laws, and known as the Forbes mechanical contractors act. Two of the 4 years of experience shall have been at the journey level or at a higher level.~~
 - ~~-(iii) Licensure in the plumbing trade.~~

(1) An applicant for registration as a provisional plan reviewer shall have not less than 4 years of experience in 1 or more of the following categories:

(a) As a licensed residential builder under the provisions of 1980 PA 299, MCL 339.101 to 339.2919, who has been actively engaged in the construction business for not less than 4 years.

(b) As a skilled worker in 1 or more of the following disciplines:

- (i) Structural carpentry.**
- (ii) Structural masonry.**
- (iii) Structural steel erection.**
- (iv) Structural concrete construction.**

(c) Possesses a current license as an architect or engineer under the provisions of 1980 PA 299, MCL 339.101 to 339.2919.

(d) As a project manager, superintendent, supervisor, or foreman of general building construction.

(e) As a licensed or registered building inspector or plan reviewer in the United States, Canada, or other recognized countries with 4 years of inspection or plan review experience in general building construction and holds a master or certified building official certificate obtained from the ICC.

(2) A person who has obtained a degree or certificate in a recognized curriculum from an institution of higher education in a construction-related field shall receive not more than 2 years of experience for a 4-year degree and not more than 1 year experience for a 2-year degree as required in subrule (1)(a) of this rule for registration as a provisional building inspector.

(3) An applicant who meets the requirements of this rule shall be deemed qualified for registration as a plan reviewer, subject to the provisions of section 12(2) of the act.

(4) An applicant shall submit, with an application, documentation of his or her experience. The documentation may consist of one of the following:

- (a) An affidavit.**
- (b) Copies of licenses and registrations.**
- (c) A job description from a present or former employer.**
- (d) A permit history from authorized enforcing agencies.**
- (e) A copy of an official transcript from an institution of higher education.**

(f) Other pertinent information.

(5) An applicant for licensure in the electrical trade shall have 2 years of experience as a licensed journey worker or shall be licensed as a master electrician under the provisions of 1956 PA 217, MCL 338.881 to 338.892 and known as the Electrical Administrative Act.

(6) An applicant for licensure in the mechanical trade shall have possessed a mechanical license for not less than 1 year in 3 or more categories 1, 2, 4, or 9 as defined in 1984 PA 192, MCL 338.971 to 338.988 and known as the Forbes mechanical contractors act.

(7) An applicant for licensure in the plumbing trade shall possess a journey license for not less than 2 years or shall be licensed as a master plumber under the provisions of 2002 PA 733, MCL 338.3511 to 338.3569 and known as the plumbing act.

R 408.30052 Standards for re-registration of building officials, plan reviewers, and inspectors.

Rule 52. (1) An application for re-registration as a building official, plan reviewer, or inspector shall be submitted on a form prescribed by the commission and shall be accompanied by all required fees.

(2) An application shall be submitted by September 16 of the cycle year. There shall be no extensions or grace periods. **Functions under 1972 PA 230, MCL 125.1501 to 125.1531 shall not be performed on an expired registration.**

(3) An applicant shall show evidence of completing the minimum number of hours in approved educational or training programs prescribed in R 408.30055. An applicant for re-registration shall achieve the required number of hours of continuing education by participation in 1 or more of the types of approved educational or training programs listed in R 408.30055 (4).

(4) An applicant in a discipline that requires licensure shall maintain a current license and shall provide a copy of the current license upon re-registration.

(5) When an applicant has been on extended leave due to illness or military service, the number of hours of continuing education required for re-registration shall be reduced pursuant to table 55B, prorated upon consideration of the months absent.

~~(4)~~**(6)** An incomplete application shall be returned to the applicant. The returned application shall be completed and resubmitted within 15 days of the date of being returned to the applicant.

~~(5)~~**(7)** Failure to comply with subrule ~~(4)~~**(6)** of this rule shall be grounds for denial of the application and forfeiture of the fees already paid.

R 408.30055 Registration; required hours of training; training categories; effective date.

Rule 55. (1) An applicant for re-registration shall complete not less than the required number of hours of continuing education in approved educational or training programs, as prescribed in table ~~4~~ **55A** and table ~~2~~ **55B of this rule**, in all of the following categories:

(a) Administration, which shall include programs and courses designed to enhance an applicant's understanding of laws, rules, and the administration and enforcement of related statutes and regulations.

(b) Technical, which shall include programs and courses designed to discuss the code and various technical code provisions.

(c) Communications, which shall include courses intended to enhance an applicant's communication skills with the public and may include technical writing, public speaking, working with people, and communications.

(d) Specialty, which shall include courses designed to increase an applicant's knowledge of inspection and construction techniques in the various registration classifications.

(2) Continuing education shall be valid for re-registration only when accrued during the applicant's current 3-year registration period, except as provided for in subrule (3) of this rule.

(3) When an applicant's original registration is for a period of less than a full 3-year cycle, the number of hours of continuing education required for re-registration at the end of that period shall be reduced in accordance with table 2. Continuing education shall be valid only when accrued during the period in which the applicant was registered.

(4) All of the following types of educational or training programs may be approved:

(a) Association programs that are sponsored by any of the following entities:

(i) Inspector organizations.

(ii) Township, municipal, and county organizations.

(iii) Professional and trade organizations.

(b) Home study courses, such as videotapes, audiocassettes, and correspondence courses.

(c) Private contractor technical update courses.

(d) University, college, and community college courses.

(e) Department of labor-sponsored training programs.

(f) Training sponsored by nationally recognized model code promulgating organizations, such as the **international code council building official and code administrators international (BOCA)** and **international conference of building officials (ICBO)**. The commission may approve other educational or training programs offered by a provider which address the educational categories listed in subrule (1) of this rule and which meet the standards and criteria for an approvable educational or training program listed in these rules.

(5) Table 4-55A reads as follows:

Figure for R 408.30055 (Part 1 of 2)

Table 4 55A
HOURS REQUIRED FOR RE-REGISTRATION

Training Category	Registration Classifications					
	Building Official	Bldg.	Inspector Elect.	Mech.	Plumb.	Plan Reviewer
Administration ^(a)	16	4	4	4	4	4
Technical	24 ^(d)	24 ^(b)	24 ^(b)	24 ^(b)	24 ^(b)	24 ^(d)

Communications ^(a)	2	1	1	1	1	1
Specialty	8 ^(d)	18 ^(b)	18 ^(b)	18 ^(b)	18 ^(b)	18 ^(c)
Total	50	47	47	47	47	47

^(a)When applying for re-registration in more than 1 classification, the number of hours in these training categories may be applied to more than 1 registration classification. For example, an applicant for re-registration as an electrical inspector and a plan reviewer would need only 1 hour in the communication category; an applicant for re-registration as a building official and a mechanical inspector would need only 16 hours in the administration category.

^(b)The number of hours listed for technical and specialty topics shall be accomplished for each inspector registration classification. For example, an applicant for re-registration as a building official and a plumbing inspector would need 24 hours in the technical categories (in plumbing); an applicant for re-registration as a mechanical inspector and a plumbing inspector would need 36 hours in the specialty categories 18 related to mechanical codes and 18 more related to plumbing codes.

^(c)Re-registration as a plan reviewer shall require 12 hours in plan review technique and 6 hours in 1 or more of the other registration classifications listed under this category.

^(d)For re-registration as a building official or plan reviewer, training in these categories may be achieved in any single inspector registration classification or any combination of inspector registration classifications.

~~FigureTable 55B for R-408.30055 (Part 2 of 2)~~

TABLE 2 55B

Prorated hours, by category, based upon the date the application is received by the bureau of construction codes in Lansing:

Cycle Month	Through 16 th of:	Maximum Hours in Category:						
		24	18	16	8	4	2	1
1	October	24	18	16	8	4	2	1
2	November	23	18	16	8	4	2	1
3	December	23	17	15	8	4	2	1
4	January	22	17	15	8	4	2	1
5	February	21	16	14	7	4	2	1
6	March	20	16	14	7	4	2	1
7	April	20	15	13	7	4	2	1
8	May	19	14	13	7	4	2	1
9	June	18	14	12	6	3	2	1
10	July	17	13	12	6	3	2	1
11	August	17	13	11	6	3	2	1
12	September	16	12	11	6	3	2	1
13	October	15	12	10	5	3	2	1
14	November	14	11	10	5	3	2	1
15	December	14	10	9	5	3	2	1

16	January	13	10	9	5	3	2	1
17	February	12	9	8	4	2	1	1
18	March	11	9	8	4	2	1	1
19	April	11	8	7	4	2	1	1
20	May	10	8	7	4	2	1	1
21	June	9	7	6	3	2	1	1
22	July	8	6	6	3	2	1	1
23	August	8	6	5	3	2	1	1
24	September	7	5	5	3	2	1	1
25	October	6	5	4	2	1	1	1
26	November	5	4	4	2	1	1	1
27	December	5	4	3	2	1	1	1
28	January	4	3	3	2	1	1	1
29	February	3	2	2	1	1	1	1
30	March	2	2	2	1	1	1	1
31	April	2	1	1	1	1	1	1
32	May	1	1	1	1	1	1	1
33	June	0	0	0	0	0	0	0
34	July	0	0	0	0	0	0	0
35	August	0	0	0	0	0	0	0
36	September	0	0	0	0	0	0	0

(7) This rule takes effect September 18, 1991.